



The
Cedarhouse School
Early Learning Guided by Imagination

Parent Manual

V.10

The Cedarhouse Mission Statement	3
A Child's Bill of Rights	3
A Parent's Bill of Rights	3
A Teacher's Bill of Rights	3
General Information	4
How to Read the Manual.....	4
Contact Information.....	4
Hours of Operation.....	4
Regularly Scheduled School Closings.....	4
Chesterfield County School Closings (Half-day Junior Kindergarten only – Outstanding Oakes).....	4
In the Event of Emergency.....	4
Weather Related and Emergency Closing.....	4
Building Evacuation.....	5
Arrival and Departure.....	5
To Maintain a Safe Environment	5
Access to the Building.....	5
While in the Parking Lot.....	5
Release of Children.....	6
Smoking Policy.....	6
Emergency Drills.....	6
Reporting Suspected Child Abuse.....	6
Administrative and Financial Matters	6
Annual Record Updates.....	6
Registration Fee.....	6
Tuition Payment (Preschool & Before/After School Programs).....	6
Tuition Payment (Summer Camp).....	7
Vacation Credit (Preschool & Before/After).....	7
Annual Re-Registration Prepaid Tuition Deposit (Preschool Only).....	7
Annual Re-Registration Prepaid Tuition Deposit (Before/After School).....	7
Late Pick-up Fee.....	7
Summer Program Fee (Preschool).....	7
For Part-Time Children, Additional Days and Hours (Preschool & Before/After).....	8
Chesterfield County Holidays, Scheduled & Unscheduled (Before/After).....	8
Withdrawal From the Program (Preschool & Before/After).....	8
Health Policies	8
When to Keep Your Child out of School.....	8
If Your Child Becomes Ill at School.....	9
When Your Child May Return to School.....	9
If Your Child Will be Absent.....	9
Medication Policy.....	9
Sun Screen, Diaper Creams, Powders and Insect Repellant (Preschool).....	10
Allergies.....	10
Accidents and Injuries.....	10
The Daily Routine	11
Class Placement (Preschool).....	11
Bringing in Toys or Books (Preschool).....	11
What You Need to Bring to School.....	11

Infants.....	11
Toddler through Preschool	11
School Age Summer Camp	12
Before and After School Program.....	12
Rest Time (Preschool).....	12
What to Wear	12
Discipline Policy	12
Behavioral Issues Process	13
Food.....	13
Infants	14
Snacks	14
Breakfast	14
Lunch (Preschool)	14
Parent Involvement	15
Communication	15
If You Have a Concern	15
State Interviews.....	16
Termination of Care.....	16
Privacy Policy	16
Photos	16
Non-Discrimination	16

THE CEDARHOUSE MISSION STATEMENT

To guide each child's growth and learning in a natural, warm and experience-rich environment by inspiring imagination and fueling curiosity.

A CHILD'S BILL OF RIGHTS

In building The Cedarhouse School program, we've thought deeply about the rights of each of our customers—your child, you and your child's teachers—and we've spelled them out below.

We believe that each child enrolled in The Cedarhouse School program has a right to:

- ✓ Security, acceptance, warmth, and the appropriate amount of stimulation
- ✓ Be treated and respected as an individual
- ✓ Play and learn in a safe and healthy environment that encourages inquiry, exploration, and imagination
- ✓ Be gently and lovingly challenged to try things beyond his/her "comfort zone"
- ✓ Fresh air and exercise
- ✓ Nutritious snacks and lunches
- ✓ A quiet, comfortable place to retreat
- ✓ Make his/her own decisions and be independent whenever it is safe and reasonable to do so
- ✓ Be the leader instead of the follower in some learning situations
- ✓ Be included in group activities

A PARENT'S BILL OF RIGHTS

We believe that as a parent of a child enrolled in The Cedarhouse School, you have a right to:

- ✓ Be respected by The Cedarhouse School's teachers, Director and owner as your child's primary caregiver
- ✓ Expect open, honest and regular communication with your child's teachers, the Director, and owner
- ✓ Receive semi-annual reviews of your child's progress in the program
- ✓ Open access to all public areas of the school and your child's classroom
- ✓ Have your concerns and ideas listened to and addressed promptly

A TEACHER'S BILL OF RIGHTS

We believe that each teacher at The Cedarhouse School has a right to:

- ✓ Respect and recognition for the difficult work s/he does every day
- ✓ A healthy and comfortable working environment
- ✓ A supportive management team that listens to and addresses concerns promptly
- ✓ Adequate resources to meet the demands of the job
- ✓ On-going training and career development
- ✓ Be treated as a member of a team

GENERAL INFORMATION

How to Read the Manual

This manual covers policies and procedures for our Preschool program, half-day Junior-Kindergarten program, Before & After School program, and School Age Summer Camp program. Those sections that do not apply to ALL of our programs are labeled with the program to which they apply.

Contact Information

2301 Colony Crossing Place
Midlothian, VA 23112
804-639-8078
General E-Mailbox: info@cedarhouseschool.com
Elizabeth Bale, Owner: Elizabeth@cedarhouseschool.com

Hours of Operation

The Cedarhouse School is open from 7:00 a.m. to 6:15 p.m. Monday through Friday.

Regularly Scheduled School Closings

The Cedarhouse School will be closed for the following holidays (check the annual Policy Agreement and Fee Schedule for specific dates):

- ✓ 1 day for New Year's Day (will fall on a Monday or Friday if the holiday falls over the weekend)
- ✓ Good Friday (Cedarhouse "spring break")
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Thanksgiving & the day after Thanksgiving
- ✓ 2 days for Christmas (typically Christmas and Christmas Eve, but dates vary from year to year)

In addition, The Cedarhouse School will be closed for two teacher work days to catch up on training, clean out closets, etc. These days typically fall on the Friday before Labor Day weekend and President's or MLK day, but they vary from year to year to align with the Chesterfield County School calendar.

Chesterfield County School Closings (Half-day Junior Kindergarten only – Outstanding Oakes)

The Cedarhouse School half-day Junior Kindergarten program will follow the Chesterfield County school calendar and weather-related closing schedule. Please note that if Chesterfield County has a delayed opening or scheduled early release day, the Junior Kindergarten program will be adjusted accordingly. If Chesterfield County has an unscheduled early release (usually due to weather), you will be required to pick up your child one half hour before the time announced. We will make every effort to contact you in the event this happens.

In the Event of Emergency

Weather Related and Emergency Closing

We understand that school closings are inconvenient and will make every effort to remain open whenever it is safe and logistically possible to do so. In the event that we must close or delay opening due to inclement weather, we will post a voicemail message indicating our status on our regular phone number, 804-639-8078, by 6:30 a.m., post a message on the Cedarhouse facebook page, and call in our status to be broadcast on the local NBC channel.

Building Evacuation

If there is an emergency during our hours of operation that requires evacuation of the school premises, staff will escort the children to Swift Creek Animal Hospital located at 2331 Colony Crossings Place. We will make every attempt to notify you as quickly as possible via a group e-mail message. We will also broadcast our status to the local NBC channel. A copy of the school's emergency preparedness plan is available for review in the Director's office.

Arrival and Departure

In order to respect our teachers' lesson plans and not disrupt other children in class, we ask that you have your child settled into class by 9 a.m. Further, we ask that you supervise your child at all times in the building and the parking lot and be responsible for his/her behavior and safety anytime s/he is in your care on the premises.

It is not uncommon for a child to have difficulty when transitioning into the school day, especially when s/he is in a new class and/or has just enrolled. Our teachers have experience handling these situations, so please feel free to ask them for suggestions if your child is having difficulty.

TO MAINTAIN A SAFE ENVIRONMENT

Access to the Building

In order to maintain a safe and secure environment, access to The Cedarhouse School is restricted to staff and enrolled families. If you wish to bring a visitor to the school, you must accompany that visitor at all times while on the premises. Exterior doors will remain locked at all times. The only exception is when teachers and students are on the playground. At that time, doors that provide direct access to the playground are unlocked.

You will be assigned a keypad code that allows you free access (during normal hours of operation) to the main building, the school age building, or both depending on the ages of your children. We welcome your visits. We only request that you limit your visits to our toddler and preschool classrooms during naptime (approximately 1 p.m. – 3 p.m.), so as not to disturb resting children. In addition, we ask that you not provide your code to anyone, even those whom you have authorized to pick up your child.

If parental rights are limited by a legal entity such as Family Court, we require a copy of the custody and visitation rights for our files. We will strictly abide their instructions unless otherwise directed (in writing) by the custodial parent.

While in the Parking Lot

Please be sure to hold your child's hand while in the parking lot, abide by the speed limit, and be on the lookout for little children when you are coming and going.

Transportation Policy

Our Pre-Kindergarten and Sequoia classes do take field trips off the Cedarhouse property using the Cedarhouse buses. Approved staff members drive the buses, and all children are required to wear a safety belt for their protection. On the rare occasion that the younger classes take a bus fieldtrip to explore proper bus behavior and skills, they remain in the parking lot and are required to wear safety belts.

If you choose to hire a Cedarhouse employee to babysit, that arrangement is strictly between you and the employee. The Cedarhouse School will not be responsible for non-payment of services or for resolving disputes between the parties. Additionally, if your babysitting assignment involves transporting a child enrolled in the Cedarhouse program to or from the school, you and the employee must sign a liability waiver. Please see the Director for the waiver. A note of the pick-up by the employee should be made in the book by the office.

Release of Children

For obvious safety reasons, we will not release your child to anyone other than those with express written authorization. The emergency contact form that you filled out upon enrollment gives us written consent to release your child to the people listed on the form. If you would like someone other than those listed on the form to pick up your child, you must provide written authorization in advance. Again, we ask that you not provide your building access code to anyone, even those whom you have authorized to pick up your child. The individual that you have authorized to pick up your child must ring the front door bell and be prepared to show photo identification upon entering. We appreciate your cooperation in this matter.

If an unauthorized individual attempts to pick up your child, we will make every effort to contact you using the contact information that we have on file. In the event that we cannot reach you, your child will not be released. We also reserve the right to refuse to release your child to any individual who appears to be under the influence of alcohol or drugs. If this occurs, we will make every effort to contact another person on your authorized list to pick up your child.

Smoking Policy

The Cedarhouse is a smoke free environment. Please refrain from smoking anywhere on the premises.

Emergency Drills

The Cedarhouse conducts monthly fire drills and bi-annual shelter-in-place drills so all children and teachers are prepared in the event of a real emergency.

Reporting Suspected Child Abuse

Our dedication to the well being of children and the laws of the State of Virginia require that we report all suspected cases of child abuse to the Department of Social Services.

ADMINISTRATIVE AND FINANCIAL MATTERS

Annual Record Updates

Each September we will conduct an annual records update. You will be asked to review the information we have on file and update it where needed.

Registration Fee

A one-time, non-refundable, per family registration fee is due at the time of enrollment.

Tuition Payment (Preschool & Before/After School Programs)

We require that families enrolling a child in our preschool program prepay \$500 of the first month's tuition and those enrolling a child in our Before & After School program prepay one month's tuition, at the time of reservation to hold a spot with a start date greater than two weeks from that date. These payments will be applied to the first month's tuition upon enrollment but are otherwise non-refundable.

Tuition is due on or before the last day of the month prior. We encourage you to sign-up for an automatic monthly payment from your bank account. Please see the Director for an application. If you prefer to pay by check, please make it payable to "The Cedarhouse School" and drop it in the tuition cookie jar located in the lounge. Payments in cash must be given in person to the Director or the owner. There is a \$50 late fee for all payments made between the 1st and 5th of each month. If your account remains past due after the 6th of the month or if your account has been past due twice in a 12-month period, we reserve the right to terminate your child's enrollment or require you to enroll in our Tuition Express program. There is also a \$35 fee for any returned checks.

Tuition will not be reimbursed for scheduled holidays, absence due to illness or school closings due to inclement weather or acts of nature.

Tuition Payment (Summer Camp)

A per week non-refundable deposit is required for each week enrolled at the time of enrollment. Tuition for summer camp is charged on a per week basis, but is billed monthly to coincide with the preschool billing. Tuition is due the last day of the month prior to the one being billed. Tuition checks must be made payable to The Cedarhouse School and placed in the tuition cookie jar located in the lounge. There is a \$35 fee for any returned checks. Tuition will not be reimbursed for scheduled holidays, absence due to illness or school closings due to inclement weather or acts of nature.

Vacation Credit (Preschool & Before/After)

While your child is enrolled, you are entitled to two vacation credits each calendar year. One vacation credit is equal to 10% off of your monthly tuition and is only given when your child is out for one continuous 5-day period. We ask that you inform the Director and write your intended vacation dates in the notebook on the entryway table at least one week before the first day of the month in which you intend to use the credit. We do not "pay out" vacation credits in the form of tuition reimbursement if your child is taken out of the program for any reason and vacation credits must be used in the period in which they are granted.

Annual Re-Registration Prepaid Tuition Deposit (Preschool Only)

If your child is enrolled year round, we require that you pre-pay \$100 (per family) of your child's September tuition by April 30th in order to guarantee him/her a space for the upcoming school year. This tuition is non-refundable if you withdraw your child anytime between May 1st and September 1st. The \$100 will appear as a credit on your September statement.

If you choose to take your child out of the program during the summer months but plan to return in the fall, you will not be charged this prepaid tuition because your spot for the fall is not guaranteed. Please inform the Director as soon as possible if you intend to withdraw your child for the summer or reduce his/her schedule so that we may place your child's name on the waitlist for the fall. We typically are able to get children back in for the fall, but this confirmation requires a discussion with the Enrollment Coordinator early in March.

Annual Re-Registration Prepaid Tuition Deposit (Before/After School)

If your child is enrolled in our Before & After school program, we require that you pay a one-time, non-refundable Prepaid Tuition Deposit equal to one month's tuition for a space that is being held for your child for any period longer than two weeks. For a space that is being held for your child from one school year to the next, you will be charged a \$100 Prepaid Tuition Deposit (per family). This fee is due by April 30th, will be reflected on your tuition bill and will appear as a credit on your September statement.

Late Pick-up Fee

Our normal business hours are 7:00 a.m. – 6:15 p.m. We ask that you be out of the building by 6:15 p.m. so that our staff may leave on time. You will be charged a late fee for nights when you are late picking up your child of \$15 per child for any departure between 6:16 and 6:30 p.m. Thereafter, we charge \$5 per minute per child until 7 p.m. at which point we are required to contact Youth and Family Services and the local authorities.

Summer Program Fee (Preschool)

We charge a non-refundable fee per child each spring to pay for special programs offered during June, July and August. If your initial enrollment occurs during these summer months or if your child attends the program for less than half of the summer, the fee will be prorated. In order to make all children feel a part of the group, participation in

our summer programs is not optional. Children in the Wee Willows, Precious Pines and Sensational Cedars classrooms are exempt from this fee.

For Part-Time Children, Additional Days and Hours (Preschool & Before/After)

If your child is enrolled in our 2-, 3-, or 4-day program, you may exchange up to 4 days per year, excluding holidays, at no additional charge, provided space is available. You may also add days or hours to your child's schedule, for a fee, provided space is available. If you wish to adjust your child's schedule, please speak with the Director for information on availability and rates.

Chesterfield County Holidays, Scheduled & Unscheduled (Before/After)

If your child is enrolled in our Before & After School program, we will provide care on days when Chesterfield County schools are closed, released early or delayed in opening (scheduled and unscheduled). A flat fee will be added to your tuition statement for any additional hours on early release days or full-day care outside of normal Before & After school operating hours of 7:00—9:00am and 3:45—6:15pm. Our regular bus transportation will be provided on days when schools are released early and/or delayed in opening.

Withdrawal From the Program (Preschool & Before/After)

We require two weeks paid written notice for withdrawal from the program. If tuition has been paid beyond the two weeks required notice, it will be refunded in full within thirty days of the date of withdrawal.

HEALTH POLICIES

We make every effort to minimize the spread of germs through strict enforcement of our health and safety policies and procedures. We provide children with plenty of fresh air (weather permitting) and wash their hands regularly. We also ask that you assist us in maintaining a healthy environment and keep your child out of school if s/he is ill to reduce the spread of illness.

When to Keep Your Child out of School

We ask that you not bring your child to school when s/he is showing any of the following signs of illness:

- ✓ An oral temperature of 101° or higher; or an auxiliary temperature of 100° or higher
- ✓ Recurring vomiting or diarrhea
- ✓ Signs of conjunctivitis (red eyes with discharge)
- ✓ Signs of jaundice (yellowing of the skin or eyes)
- ✓ Hacking or continuous coughing
- ✓ Severe sore throat, loss of voice
- ✓ Draining ears
- ✓ Blood in urine or stool
- ✓ Infected untreated skin patches/lesions or severe itching of body/scalp
- ✓ Difficult or rapid breathing
- ✓ Skin rashes (except normal diaper rash) lasting more than 24 hours
- ✓ Swollen joints or stiff neck
- ✓ Unusual behavior characterized by listlessness, loss of normal appetite or confusion
- ✓ Symptoms of chickenpox, impetigo, lice, or scabies

Certain diseases pose a public health hazard, and so must be reported to the Department of Health. A complete list of reportable diseases can be found on the Virginia Department of Health website. Please inform us within 24

hours if you, your child or any immediate family member has contracted any serious illness. Listed below are a sample of the communicable diseases that require you to notify us:

- | | |
|------------------|---------------------|
| ✓ German Measles | ✓ Spinal Meningitis |
| ✓ Mumps | ✓ Salmonellosis |
| ✓ Hepatitis A | ✓ Rubella |
| ✓ Tuberculosis | ✓ Giardiasis |
| ✓ Measles | ✓ Shigellosis |
| ✓ Whooping Cough | ✓ Lyme Disease |

If we experience an outbreak, any child who is not fully immunized against the disease will be excluded from the program for the duration of the outbreak as directed by the Department of Health.

If Your Child Becomes Ill at School

If your child shows any of the signs illness listed above, we will contact you immediately at the phone numbers you've provided on the emergency contact form. We ask that you pick up your child or arrange to have your child picked up within one hour of being contacted. In the event that we cannot reach you within a reasonable amount of time, we will attempt to contact someone from your list of emergency contacts.

If the illness is thought to be life threatening and you or your listed emergency contacts cannot be reached, we will call 911. Likewise, if your child's condition seems to worsen during the time you are being contacted or while we are waiting for your arrival, we will call 911.

When Your Child May Return to School

By law children must be symptom free for at least 24 hours before they are allowed to return to school. For example, if your child was sent home at 3:00 p.m. with a fever on Wednesday, s/he may not return to school on Thursday. Exceptions will be made when a physician has provided written consent. If your child returns to school and still exhibits signs of illness, you will be contacted to pick up your child. Again, we ask you to please be considerate of others and keep your child out of school if s/he is sick.

If Your Child Will be Absent

Please notify us by 9 a.m. if your child will not attend school on any given day.

Medication Policy

In keeping with our commitment to safety, we enforce strict policies regarding the dispensing of children's medication.

1. In order for us to administer medication to your child, you must first complete and submit an **Authorization for Dispensing Medicine** form. Each morning that your child is to receive this medication, you must enter the relevant information in the **Medicine Log**. Both the authorization form and the log are available from the Director.
2. Prescription medications are the only medications that we will administer without a doctor's note. Over-the-counter medication will only be administered with a doctor's note indicating the dosage and reason the medication is needed.
3. Medications must be in their original container/packaging.
4. Siblings may not share the same medication.
5. Each medication must be labeled with the child's first and last name.

6. Medications must be dropped off each morning in the Director's office to be placed in the locked box. Medications must never be taken into the classrooms for any reason.
7. Medications not retrieved after their authorization has expired will be disposed of after five working days.
8. Medications will only be given for 10 working days. If needed longer, your child's doctor must complete a note of explanation and instruction.
9. Expired medications will not be administered.
10. If your child needs to keep an emergency medication at school for something such as an allergy (ex., epi-pen), we will provide you with the required doctor's authorization form. This form is to be completed by you and your child's doctor and will allow the medication to remain on-site for one year. This form must be renewed annually or whenever the instructions change (dosage, etc.).
11. Please be sure to administer at least one dose of medication before bringing it to school, to watch for an allergic reaction in your child.

Sun Screen, Diaper Creams, Powders and Insect Repellant (Preschool)

For the convenience of staff and parents, we provide sunscreen for each child. You will be asked to complete an authorization form each summer for the application of sunscreen.

If you wish to provide diaper cream or insect repellant for use on your child, you must complete an authorization form and provide us with the item labeled with your child's first and last name.

We will only apply sunscreen and insect repellant before our afternoon outdoor playtime. If you would like your child to wear sunscreen or repellant in the morning, please apply it before bringing him/her to school. We are trying to maximize time on the playground, which is the reason for this policy.

If you wish to provide insect repellant for use on your child, we recommend repellants containing 10% DEET or less. If your child is under 2, we recommend products with no DEET since they are more likely to lick their skin. We also recommend that you bathe your child before bedtime on the days that DEET is used. If insect repellant has been applied, your child's teacher will make a note of it on his/her daily report.

Allergies

If your child has an allergy that may require immediate medication, you must complete and submit a doctor's authorization form when you submit the medication. (See #11 under Medication Policy.) If your child has an allergic reaction while at school and we need to administer the medication, we will do so according to your doctor's standing instructions. In the event of a severe allergic reaction, we will contact you immediately and have your child transported to the nearest hospital for treatment.

Please note that as part of our safety program, we do not offer our lunch plan to any child with food allergies.

Accidents and Injuries

Just like illness, accidents and injuries seem to be a natural part of early childhood. To minimize these, we have an extensive injury prevention plan. Teachers are trained annually on our prevention policies and procedures. In addition, we conduct a thorough safety inspection of our facilities quarterly.

If your child has a minor accident resulting in injury, our teachers will administer the necessary first aid care such as band-aids and ice packs and will complete an Accident Report form detailing the incident. This form will be given to you at the end of the day. Please sign it and return it to the Director for our records. If an accident occurs which results in a more serious injury, we will call you to discuss the nature of the accident. In the event of an emergency, we will contact you immediately and an ambulance will transport your child to the nearest hospital or emergency room. It is very important that your emergency contact information be up to date, in the unlikely event that something should occur.

THE DAILY ROUTINE

Class Placement (Preschool)

Your child will be placed in a class according to his/her age and developmental level and graduated to the next class when developmentally ready and when a space becomes available. We make every effort to graduate children to the next class in groups in order to ease the transition.

Bringing in Toys or Books (Preschool)

We will always have plenty of toys and books in the classrooms to keep young minds occupied and challenged. We ask that you not bring in your child's personal toys except when allowed or requested by the teacher. Toys from home often lead to arguments, tears and breakage, especially with toddlers. Preschoolers are better at sharing and so teachers will often incorporate show and tell in their curricula. When your child's teacher has given permission to bring a toy from home, we ask that you not bring violent toys such as guns or swords.

We love to read new stories and so your child may bring in books anytime. Please be sure to label the book with your child's first and last name, place it in his/her cubby, and let the teacher know that your child has brought a book to share during story time.

What You Need to Bring to School

Each class has its own list of items to bring to school. For a complete classroom list, visit the Parent page of the Cedarhouse website (www.cedarhouseschool.com/parents/) and use the password "chparent" to access the page for Current Families. There you will find a daily schedule, welcome letter and current lesson plan for each class. Here are some general items you will need:

Infants

Your child will have his or her own crib and mattress but we ask that you please provide:

- ✓ Blankets (comforters, pillows and stuffed animals are prohibited for children under 2)
- ✓ 2 to 3 complete changes of clothing for the appropriate season
- ✓ Diapers and wipes
- ✓ Optional: Diaper Cream (please remember to complete the authorization form)
- ✓ Outerwear for walks outside
- ✓ Food and drink (see FOOD section for further details)
- ✓ If you would like you may also bring pacifiers or a mobile for the crib

Teachers will return your child's blankets every Friday so that you may wash them over the weekend. Please be sure to label anything that can be labeled.

Toddler through Preschool

For the comfort of your child, we ask that you provide:

- ✓ 1 crib-size sheet and blanket. You may also bring in a small pillow and/or snuggly toy but please note that comforters and pillows are not permitted for children under 2 years old.
- ✓ Two complete changes of clothing and an extra pair of shoes
- ✓ Diapers and wipes for those still in diapers
- ✓ Optional: Diaper Cream (please remember to complete the authorization form)

- ✓ If your child is learning to use the potty please bring several extra sets of underwear, several changes of clothing, and please do not bring Pull-Ups, as we have found that they actually slow the potty training process.
- ✓ If your child brings his or her own lunch, please label the lunch box with the date, your child's first and last name, and include a cold pack to keep items fresh.

Teachers will return your child's linens every Friday so that you may wash them over the weekend. Please be sure to label anything that can be labeled.

School Age Summer Camp

For the comfort of your child, we ask that you provide:

- ✓ An extra change of clothes, including shoes and socks
- ✓ A hat or baseball cap
- ✓ A beach towel for swimming days
- ✓ A beach towel or small blanket for rest time
- ✓ A backpack for storing personal belongings
- ✓ A broad spectrum sunscreen with a minimum 30 SPF, labeled with your child's name

Teachers will return your child's beach towel every Friday so that you may wash them over the weekend. Please be sure to label anything that can be labeled.

Before and After School Program

For the comfort of your child, we ask that you provide:

- ✓ An extra change of clothes, including shoes and socks

Please be sure to label anything that can be labeled.

Rest Time (Preschool)

With the exception of infants who are each on their own individual sleep schedule and half-day preschool enrollees who leave early, your child will have naptime for two hours after lunch. If your child does not fall asleep, we will encourage him/her to lie quietly on the cot or mat for 45 minutes. After that, s/he may look at a book or play quietly for the remainder of the rest period. Those in the half-day preschool class (the Outstanding Oaks) will have a 1 hour rest period.

What to Wear

Please dress your child appropriately for the season. We believe that fresh air is very important for children and your child will be given the opportunity to play outside every day except in the case of bad weather. In addition to monitoring the outdoor temperature, the Director will also monitor outdoor air quality to determine whether outdoor activities should be limited. Children will play outside in the winter, except on particularly cold or snowy days, so please send in mittens and hats. For safety reasons, we do not allow open-toe shoes during any season.

We believe it is developmentally necessary for children to be fully creative and this often means getting messy. We encourage you to bring a smock or large T-shirt for use during messy art projects.

Discipline Policy

An essential part of early childhood is learning social boundaries. Parents and caregivers can spend years reinforcing acceptable and unacceptable behavior before a child shows signs of understanding or acceptance. At The Cedarhouse School, our teachers are trained in the theories of childhood development so they can recognize the causes of inappropriate behavior. Fatigue, hunger, frustration, over- or under- stimulation, inability to communicate needs, and lack of control often lead to misbehavior or hyperactivity. Our proactive approach to discipline is to minimize all of these factors and to teach children methods for restraining themselves.

At the Cedarhouse, we use time-outs judiciously and never as a first course of corrective action. Because we view behavioral indiscretions as teachable moments with children, our approach to time-outs is instructive.

During time-out the child will be encouraged to sit quietly alone for up to 1 minute for every year of age, under the supervision of an adult. All time-outs are followed with age appropriate discussions about the importance of making good choices and/or an examination of why the choice made was not a good one. We would then invite the child back into the group setting and help them transition back to normalcy with some showing of affection, i.e., a hug, a pat on the back, a high-five, etc.

We do not use time-outs with children in the Wee Willows or Precious Pines rooms. Discipline in those classrooms is handled solely through redirection to a positive activity. For toddlers, we will also use redirection as a first course of action. However, if anyone is at risk of harm or if the behavior becomes repetitive we will use a time-out.

By preschool age, most children have a basic understanding of the boundaries of appropriate behavior. Our goal at this age is to help children check their own behavior. In the case of minor disputes between children, we believe the best approach is to allow them the opportunity to work through issues on their own. If they are unable to resolve the problem, then a teacher will discuss alternative approaches to the situation and offer the children choices about how to resolve the dispute. In a situation where a child is being aggressive, either physically or verbally, they will be immediately removed from the situation and put in time-out.

Under no circumstances will our staff use any form of physically or verbally abusive punishment. We believe this type of response is not only inappropriate, but also ineffective and often counter-productive. We will only restrain a child physically (holding a child) if it is absolutely necessary to guarantee the safety of other children. We will never discipline a child for a toileting accident, difficulty sleeping during naptime, refusing to eat, or refusing to participate in any group activity.

Behavioral Issues Process

If we have a serious, recurring behavior problem with any child, we make every attempt to follow the steps below. At the time we identify the problem we begin the following process:

1. Begin a Behavioral Issues Log. This log tracks dates, days, times, locations, behaviors, child/ren affected, and the observing teacher. The intent is to locate patterns in behavior, which may be caused by something immediately correctable. For example, if we notice a child is always biting in the dramatic play center, we may attempt to rearrange the physical space, limit the number of children allowed in the space, or limit the offending child's time in the space. The Director reviews the log periodically and works with the teachers to plan a course of action.
2. Director Observation. If the measures taken in step one were not sufficient in decreasing the frequency or eliminating the behavior altogether, the Director will observe the classroom and make programming and physical space modification suggestions. She will also work with the teachers on the appropriate intervention for each behavior, ex., time outs, star charts, etc. Most often, the best course of action is a blend of positive and negative reinforcement.

Our final course of action, of course, is to request that a parent remove an offending child from the program either temporarily or permanently. **We reserve the right to do this at any point during the process above and we make that decision based on the severity and frequency of the occurrences.**

FOOD

We will encourage your child to eat a balanced lunch each day, however we will not force any child to eat against his or her will. If sweets are part of the meal, they will not be offered until your child has eaten a balanced lunch.

Infants

If you have an infant, we ask that you provide food and freshly prepared drinks (bottles or sippy cups) each day for your baby along with feeding instructions for the teachers. Whenever feeding habits change, please be sure to update those instructions. Bottles, cups and food containers must be clearly labeled with your child's full name and date. We do not allow glass containers anywhere in the infant area, so please use only plastic bottles, cups and food containers. In addition, a day's supply must be kept on site in case of emergency (example, pre-mixed formula and plastic jarred baby food).

Teachers will warm bottles in a crock-pot and test the temperature before serving. Each bottle of breast milk is heated in a separate container. Any unused contents of a bottle, cup or container of food will be discarded at the end a feeding, so please provide food and drink in single serving portions.

Soiled bibs, bottles, and cups will be sent home daily for cleaning.

Snacks

We serve healthy snacks twice a day, mid-morning and mid-afternoon.

Breakfast

We do not provide breakfast for children. If you would like to bring breakfast to school, you may do so any time before 8:15 a.m. Your child may eat at one of the tables in his/her classroom.

Lunch (Preschool)

You will be given the option to purchase our lunch plan (see below for limitations). Menus for the lunch plan are posted in the school entryway each month. If you choose to pack your child's lunch in lieu of purchasing the lunch plan, please follow these guidelines:

- ✓ Pack lunch in a lunch box labeled with the date, your child's first and last name, and the current date
- ✓ Include a drink
- ✓ Include a cold pack for perishable items or place the items in the appropriate bin in the refrigerator located in the Art/Lunch room
- ✓ Store all food in plastic containers (no glass please) labeled with your child's first and last name
- ✓ Limit junk food and do not pack soda or candy

If your child is under 3 years old, please do not pack raisins, hard nuts or popcorn as these pose a choking hazard. Please cut other foods such as hotdogs and grapes to the appropriate size for your child.

The Cedarhouse School prides itself on being able to offer an optional lunch program to suit the various needs of families and children (excluding infants). However, because we do not have a nutrition expert on staff, we are limited in our ability to manage food allergies and sensitivities. In the interest of safety, we adhere to the following policies:

- ❑ If your child has a food allergy that requires the use of an Epi-Pen or is in any way potentially life threatening, your child may not be on the lunch plan.
- ❑ Children with food allergies or sensitivities that are not life threatening may be on the meal plan. If parents make this choice, they must bring in a substitute whenever a sensitive item is served.

- ❑ As for snacks, parents of children with food allergies / sensitivities are required to bring in substitute snacks. You are welcome to provide non-perishable snacks in bulk for storage in the classroom to be used for your child as needed.

PARENT INVOLVEMENT

Parents are an essential part of the Cedarhouse program and are welcomed and encouraged to take part in classroom activities. Teachers schedule periodic events that involve parents such as holiday parties and afternoon reading times. If you have an idea about how you would like to participate in the classroom, please speak with the teacher to see how your idea might be worked into the lesson plan.

Communication

The Cedarhouse School was designed to foster community and open communication. We offer several means of communication, both formal and informal to provide you with information about your child's daily activities and developmental progress and news about the school.

- ✓ *Website* – The website has general information about the school as well as specific information for enrolled families. On this website you'll find welcome letters for each class, as well as daily schedules and lessons plans. The website address is www.cedarhouseschool.com/parents and the password is "chparent" for the Current Families page.
- ✓ *Facebook page* – The Cedarhouse facebook page provides regular updates about events and goings on at school. It also provides updates about closings / schedule changes due to inclement weather.
- ✓ *Daily Report (Infant & Toddler)* – You will receive a daily report which describes your child's food consumption, tummy-time (for infants), sleeping and, if in diapers or potty training, toileting activities. It will include the noteworthy activities for the day.
- ✓ *Information Boards* – Outside each classroom is a board highlighting the day's activities and, for the preschool wing, detailing meals and naps.
- ✓ *Weekly Lesson Plans (Preschool)* – Lead teachers will provide a lesson plan, which will highlight the themes and activities planned for the month. Our teachers are encouraged to "follow the lead" of the children and may modify their lesson plan at any time to better suit the interests of the children. If this occurs, a note will be made on one of the daily reports.
- ✓ *Parent/Teacher Conferences (Infant- Pre-K)* – Your child's teacher will meet with you twice a year to provide a formal assessment of your child's developmental progress.
- ✓ *Cedarhouse Parent Group (CPG)* – This group is organized by Cedarhouse parents to provide a forum for parents get to know one another, raise funds for special events, and implement special programs. If you are interested in being a part of the CPG, please speak with the Director. She will put you in contact with the current CPG president.

If You Have a Concern

The Director of The Cedarhouse School oversees all classroom and curricular programs. If you have a suggestion or concern about anything that goes on in your child's classroom, please speak with the teacher or Director. If you are not satisfied with the outcome of your discussion with the Director, we encourage you to raise the issue with the owner.

State Interviews

Commissioner and his agents have free access to the school to inspect and interview teachers, children, and parents. No private interviews may be conducted with any child without prior notice to the parent of such child.

TERMINATION OF CARE

The Cedarhouse School reserves the right to terminate care in extreme circumstances for non-payment, failure to show appropriate respect for staff, children or other parents or failure to abide by the policies in this manual. If we are forced to terminate care, any unused tuition, minus the required 2 weeks tuition notice, will be refunded on a pro-rated basis.

PRIVACY POLICY

The Cedarhouse School has a strict privacy policy. Information in your child's file will only be shared with staff on a need-to-know basis. We will only share information with others if you provide us with written authorization.

Photos

The Cedarhouse School will take photos of children on site periodically to capture special moments. These may be offered directly to parents, put in journals, hung on display somewhere in the school or used in The Cedarhouse School marketing materials. If you would prefer that your child not be photographed or would like to limit the use of your child's photographs, please inform the Director.

NON-DISCRIMINATION

As a licensed provider, The Cedarhouse School does not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.